

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

USDA LIBRARY 2
CHIEF, ACQUISITION SEC.
8-25-47
PMA A-36

:
:
: UNITED STATES DEPARTMENT OF AGRICULTURE
: Production and Marketing Administration
: Washington 25, D. C.

: Number 139

June 21, 1948

: PMA PROCEDURE TRANSMITTAL

1.9422

A2 P942

NEW RELEASE

Reserve 211.4
6-11-48

FOREIGN TRAVEL: Establishes specific procedures to be followed in preparing and clearing authorizations for foreign travel. Distribution: A, B.

REVISIONS AND CHANGES

101.8
2-26-48

ATTENDANCE AT MEETINGS OUTSIDE THE DEPARTMENT: Page 3 revised to provide for security clearance of personnel nominated to attend international meetings. Destroy page 3 dated 2-26-48 and insert pages 3 and 4 dated 6-11-48. 1 paragraph IV A, page 2, fifth line, after the word "character" insert "See paragraph IV C for attendance at international meetings." Distribution: A, B.

112.8
7-1-47

ESTABLISHMENT OF FOOD DISTRIBUTION PROGRAMS BRANCH AREA AND SUB-AREA OFFICES: Effective May 10, 1948 the Western Sub-Area Office of the Food Distribution Programs Branch was moved from Denver, Colorado to Salt Lake City, Utah. Under II, "Location of Area and Sub-Area Offices", change the address of the Western Sub-Area Office to read as follows: "222 S. W. Temple Street, Salt Lake City 1, Utah." Distribution: A, B.

OBSOLETE

The following Instructions are obsolete because the Labor Branch was abolished by Administrative Notice 88, effective March 31, 1948. Remove from manual:

111.17
2-14-47

FUNCTIONAL ORGANIZATION OF THE LABOR BRANCH - WASHINGTON: Distribution: A, B-(Washington Only).

114.5
6-4-46

FUNCTIONAL ORGANIZATION OF THE LABOR BRANCH - FIELD and EXHIBIT A: Distribution: A, B.

312.2
7-1-47

EMPLOYMENT UNDER LETTERS OF AUTHORIZATION - LABOR BRANCH: Removal of this Instruction does not effect the delegation of authority to the Labor Camp Disposal Officer regarding official travel and employment of temporary personnel under letter of authorization. Distribution: A-15, 21, 25, 26, B-26.

* * *

U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

FOREIGN TRAVEL

I PURPOSE

This Instruction outlines specific procedures to be followed when foreign travel is required. These procedures are in addition to the basic instructions governing all travel contained in PMA Instruction 211.1 "Basic Authorities Governing Official Travel," 211.3, "Preparation of Letters of Authorization" and 218.2, "Per Diem in Lieu of Actual Expenses."

II APPROVALS REQUIRED

A Authorization - Travel

1 Prior approval of the Director of Finance of the Department is required for travel by employees of PMA when traveling between points located in the continental United States and points located in territories or insular possessions, or travel between territories and insular possessions of the United States.

2 The approval of both the Director of the Office of Foreign Agricultural Relations, and the Director of Finance is required for travel outside the continental limits of the United States, except:

a As indicated in paragraph II A 1 above.

b Within territories or insular possessions of the United States by employees stationed therein.

c Within the areas of Canada and Mexico adjacent or in proximity to the United States by employees whose duties necessitate such travel, or when travel through Canada or Mexico is the most economical usually traveled route between two points within the United States. (A specific trip to Canada or Mexico is regarded as foreign travel and requires approval.)

III PREPARATION OF NECESSARY PAPERS

When it has been determined necessary for PMA employees to travel to any foreign country on official business, the following papers shall be prepared by the branch or staff office concerned.

PT- 139	DISTRIBUTION: A, B	PAGE 1
		(6-11-48)

FOREIGN TRAVEL

(III)

A Travel Authorization - The travel authorization shall be prepared in the same manner as outlined in Instruction 211.3 with the following additions: (Extra copies are required as shown therein.)

1 Per diem allowance will be authorized in accordance with the rates established by the Bureau of the Budget (Exhibit A, PMA Instruction 218.2, "Per Diem in Lieu of Actual Expenses.")

2 The space (No. 7 on Forms Manual Exhibit AD-202 AD-202 entitled, "Foreign Travel") must show the entire appropriation, symbol and title to which travel is chargeable, as well as the estimated cost of travel.

3 The purpose of travel must be described in a brief but informative statement which will, insofar as possible, leave no doubt that the appropriation or fund to be charged is available for the purpose.

4 Space for concurrence of the Director of Finance should be typed flush with the left margin of the form, allowing seven (7) spaces in front of the title for insertion of the word "Acting".

5 Space for concurrence of the Director, Office of Foreign Agricultural Relations shall be typed flush with the left margin following the space for the Director of Finance and allowance of space for the word "Acting" shall also be provided.

B Letter Outlining Project - A letter shall be prepared by the branch or office concerned setting forth the information listed below. The letter shall be addressed to the Secretary of State for the signature of the Secretary of Agriculture.

1 Name of project and country or countries to be visited.

2 Name and title of the traveler with a brief biographical sketch.

3 Proposed itinerary.

4 Description of work and objectives of travel abroad.

5 Relation of the project to activities in the same field carried on by other agencies of the Government.

FOREIGN TRAVEL

(III B)

6 Expressions of interest, if any, on the part of the government of the country to be visited.

7 Proposed instructions to be given to the traveler.

8 The arrangements by which it is proposed that salary travel, and contingent expenses of such representatives are to be paid.

C Request for Issuance of Passport - The initiating branch or office shall also prepare a letter to the Secretary of State for the signature of the Secretary of Agriculture requesting a passport. The letter shall contain the following information:

1 Name of the traveler.

2 Bureau.

3 Reference to the project letter outlined in paragraph III B.

4 Request for issuance of passport.

5 Enclose birth certificate of the traveler or affidavit of birth and two photographs of the traveler not less than "2½ x 2½" or more than "3 x 3".

This request for passport should not include the family of the traveler unless the family has an authorization for official travel.

D Routing of Request for Passport Project Letter and Travel Authorization - The initiating branch shall forward the request for passport and project letter to the Assistant Administrator having jurisdiction. In cases where the initiating branch does not report to an Assistant Administrator, the papers shall be forwarded to the Office of the Administrator. Since the request for passport requires longer to clear than the travel authorization, the two letters to the Secretary of State may be forwarded in advance of the Travel Authorization. The Travel Authorization shall be forwarded to the Fiscal Branch.

IV RESPONSIBILITY OF THE FISCAL BRANCH

The Fiscal Branch shall check the travel authorization for adequacy and completeness and forward it to the appropriate Assistant Administrator or the Office of the Administrator.

FOREIGN TRAVEL

V RESPONSIBILITY OF THE OFFICE OF THE ADMINISTRATOR

The Office of the Administrator (including the Assistant Administrators) is responsible for administrative approval of the travel authorization, the request for passport, and the project letter and for clearance of the papers with the Office of Foreign Agricultural Relations and the Office of Budget and Finance.

VI DISPOSITION OF AUTHORIZATION

When all clearances have been obtained, the authorization (original and all copies) will be forwarded by the Office of Budget and Finance to the Fiscal Branch where funds will be obligated. Three copies will be retained by the Fiscal Branch, the original and remaining copies will be distributed as outlined in PMA 211.3.

VII ISSUANCE OF PASSPORT

Upon issuance of the passport by the State Department, the Office of Foreign Agricultural Relations will advise the Administrative officer of the appropriate branch.

VIII INNOCULATIONS

Upon receipt of the Letter of Authorization and passport information the Office of Foreign Agricultural Relations will furnish the employee with information regarding inoculations. Where no Public Health station is located in the vicinity, the employee will be advised as to the type(s) and quantities of inoculation(s) required and it will be the responsibility of the individual to secure these from a local physician.

IX TRAVEL REIMBURSEMENT

Traveling expenses for trips abroad will be reimbursed in accordance with the provisions of the Standardized Government Travel Regulations and per diem allowances will be authorized in accordance with the rates established by the Bureau of the Budget (See PMA-218.2) "Per Diem in Lieu of Actual Expenses." Travelers will submit their expense accounts on Standard Form 1012 in accordance with PMA Instruction 218.1.

X USE OF AMERICAN FLAG SHIPS

When traveling to and from foreign countries or any of the possessions of the United States, employees of the Government traveling on official

FOREIGN TRAVEL

(X)

business are required to travel and transport personal effects on ships registered under the laws of the United States pursuant to the provisions of the Standardized Government Travel Regulations.

XI DOCUMENTS REQUIRED BY COUNTRIES TO BE VISITED

Employees of PMA traveling abroad must comply with the entry requirements, including visa and health requirements, of the countries to be visited. Foreign consular officers stationed in the principal cities of the United States will furnish detailed information concerning the requirements for entry into their respective countries or contact the Foreign Travel Section of the Office of Foreign Agricultural Relations.

XII DIPLOMATIC CONTACTS ABROAD

Employees of PMA going abroad must be instructed to contact diplomatic officers of the United States before transacting business with officials of foreign governments.

XIII ATTENDANCE AT MEETINGS REQUIRING FOREIGN TRAVEL

When travel outside the continental limits of the United States is for the purpose of Attendance at international meetings, additional authorizations are required, as outlined in Instruction 101.8.

* * *

ATTENDANCE AT MEETINGS OUTSIDE THE DEPARTMENT

(IV B)

1 Form of Request and Authorization - The form in which the request and authorization are executed for approval by Branch Directors and others is optional except that authorization must be in writing. Form AD-61 may be used. If travel authorization contains specific provision for attendance at designated meetings; no other authorization is necessary.

C International Meetings - Attendance of one or more employees, or non-employees representing PMA, at meetings of international organizations, groups, congresses, or conferences, wherever held, must be approved by the Administrator's office in the manner outlined in Paragraph IV A. Such attendance must also have the concurrence of the Director of Foreign Agricultural Relations. If foreign travel is necessary, concurrence of the Director of Budget and Finance must be obtained. In addition, security clearance must be obtained for persons nominated for representation at international conferences held outside of the United States. The following procedure is prescribed for obtaining such security clearance:

1 The requesting office shall initiate Form AD-61 "Request and Authorization to Attend Meetings" as far as possible in advance of the date of departure from this country. A minimum of 30 days advance notice should be given whenever possible.

2 An extra copy of Form AD-61 shall be prepared by the requesting office. It shall be signed by the authorizing officer and returned to the requesting office along with the original Form AD-61 (See paragraph IV A, 1).

3 The requesting office shall forward the approved copy of AD-61 to the Investigator of the Personnel Division in Washington. If the nominee is not an employee of the Department, Form AD-61 must be accompanied by a completely and accurately executed copy of Form AD-125, Personnel Questionnaire, and by a list of the nominee's addresses for the past 5 years.

4 The PE Division shall follow the procedure outlined in paragraph 204, Title 1, Administrative Regulations. If the nominee is an employee of the Department, and if no Form AD-125 is on file in the Office of Personnel, the PE Division shall ask the requesting office to obtain a Form AD-125 from the employee.

5 When the security clearance has been approved, the Division of Investigation, Office of Personnel will advise the PE Division of the BM Branch and the Office of Foreign Agricultural Relations. The PE Division shall notify the requesting office accordingly.

(Revised 6-11-48)

ATTENDANCE AT MEETINGS OUTSIDE THE DEPARTMENT

V SPECIAL REPORTS

The Department Director of Personnel may from time to time request special reports on attendance at meetings, including local meetings, authorized by branch directors and staff offices.

* * *

(Revised 6-11-48)